

Butte County Children and Families Commission

Questions, Answers and Clarifications from  
Voluntary Proposers' Conference held January 30, 2004  
10 AM - Noon

1. Clarification requested on Categories One and Two. Category One is for those applicants who are not now funded by the Butte County Children and Families Commission (BCCFC) at any level, or, for those entities that are currently funded, but who are applying for funding for an entirely new grant. Category Two would be check if you are currently funded by BCCFC and you are applying for funds to enhance, enrich and/or expand your current program.

2. Clarification was requested on the term "supplantation". Here is an excerpt from the BCCFC Supplanting Policy No. 03-017. A full copy has been attached to this e-mail for you information. "Supplant is defined as "...to take the place of...to replace by something else." In contrast supplement is defined as "something added to complete a thing, supply a deficiency, or reinforce or extend a whole...to complete, add to, or extend by a supplement." Revenue and Taxation Code Section 30131.4 identifies the specific manner in which moneys raised by Prop 10 shall be appropriated and expended. It not only requires that expenditures must be for the purposes expressed in the Act, but that such moneys "shall be used only to supplement existing levels of services and not to fund existing levels of services. No moneys in the California Children and Families Trust Fund shall be used to supplant state or local General Fund money for any purpose."

The Butte County Children and Families Commission policy further states, "In compliance with California Revenue and Taxation Code section 30131.4, Trust Fund monies will be used only to supplement existing levels of service. No monies from the Children and Families Trust Fund will be used to supplant state or local General Fund money for any purpose. Nor shall those funds be used to supplant services being provided through private agency or business funding."

Please read this policy and procedure very carefully, it is important that all applicants clearly understand supplantation.

**Q: Can the attendance roster (including contact information) for the January 20, 2004 Voluntary Proposer's Conference be shared with those in attendance, in order to encourage collaboration efforts among the group?**

**A:** The question was posed to those in attendance; hearing no objections, the roster, including contact information, will be posted on the web site. The list has been sent to all who provided an email address on February 2, 2004, and will be posted on the website with this Q&A.

**Q: Where and when is the Voluntary Technical Assistance Workshop being held?**

**A:** The Workshop will be held February 20, 2004 at Enloe Hospital's Home Care Building in Chico. There will be two sessions: A Beginner TA Workshop from 10 AM – 12 PM and an Advanced TA Workshop from 1:30 PM – 3:30 PM. Proposer's are invited to attend both sessions, if interested. The address is 1390 E. Lassen, Chico, California.

**Q: For the purposes of this RFP, when does the fiscal year begin?**

**A:** July 01, 2004.

**Q: With regard to sustainability, will proposers be expected to outline specific plans for generating future sustainability?**

**A:** Yes, proposals will need to include a plan of future sustainability. It is understandable that such plans may change to a degree, but sustainability is a focus of the Commission and it is necessary to provide a general plan with steps and activities to provide that the program will continue after funding has expired.

**Q: Errors and Omissions insurance seems nearly impossible to obtain. Why is it required and where can it be obtained?**

**A:** County policy requires errors and omissions insurance in some cases, but not all. Typically, grantees are required to obtain insurance in the form of general liability, automobile and workers compensation, and in some cases, errors and omissions or malpractice. Bobbi Dunivan will research sources of errors and omissions insurance and post a list of companies on the web site. Errors and Omissions Insurance falls under the same category as Professional Liability Insurance. It provides protection against claims that the policy- holder has become obligated to pay as a result of an error or omission in his/her professional work. It responds to claims of professional liability in the delivery of your technical services. It would be a reasonable precaution to ask an attorney whether or not your particular professional has liability risks that would require this type of insurance. It is also known as professional liability or malpractice insurance. A large number of insurers carrying this type of insurance may be found on the Internet by entering "Errors and Omissions Insurance". **PLEASE NOTE: The pink handout given within your conference packet clearly states that this insurance can be deleted if you are not contracting for professional services.**

**Q: What is PEDS and does it act as the central location for program information storage and record keeping?**

**A:** PEDS, the Prop 10 Evaluation Data System, is an online database used statewide for data storage and organization of Prop 10 funded programs.

**Q: How much time should be allowed for staff to perform data entry into PEDS?**

**A:** It varies so much, depending on the kind of data you are reporting. If you are reporting aggregate (group) data, the time needed for data entry will be much less than if you are reporting core participant (individual) data. There will also be an initial investment of time to allow for staff training. This initial time investment is for approximately four sessions over a four-week period.

**Q: Is PEDS compatible with common systems such as Access and Excel?**

**A:** PEDS is compatible with Excel.

**Q: Isn't there a likelihood of redundancy on some data being reported in PEDS?**

**A:** We are working very hard to avoid redundancy. The Commission is currently looking for an outside evaluator to help streamline our data reporting process.

**Q: Will the Commission be performing proofreading and data clean-up functions on grantee entries in PEDS?**

**A:** At this point, we know that we will be monitoring data entered into the system and that we will be looking for problems. We will know more once an outside evaluator is hired. We are aware when information is not being entered and will offer assistance to programs that may be having difficulties with the system.

**Q: Will the PEDS PowerPoint presentation presented by Anna Dove be available for further review?**

**A:** The presentation will be posted on our web site: <http://www.ccfc.ca.gov/butte>

**Q: When is the mandatory letter of intent due?**

**A:** Letters are due to the Butte County Children and Families Commission office by Monday, February 9, 2004 at 5:00 PM. The office is located at 202 Mira Loma Drive, Oroville, California, 95965. POST MARKS WILL NOT BE ACCEPTED. To find the office from Highway 70, take the Grand Avenue turnoff, and head East. Go straight through the Table Mountain Blvd. Intersection. The next street on your right is Mira Loma. 202 is the first building on your left. For questions or directions, please call Bobbi Dunivan at (530) 538-6896.

**Q: Will my proposal be accepted without my letter of intent?**

**A:** No.

**Q:** **For a program that has received special funding in the past, is that special funding considered a grant?**

**A:** The way the RFP is written, if you have received any previous funding through the Commission, whether through a special fund grant or through the regular grant cycle process, it would be considered grant funding.

**Q:** **Why are there two categories for grantees- that is, those who have been previously funded and those who have not?**

**A:** We created the two categories to address the needs of both current grantees and new applicants. Without supplanting funds, we wanted to provide opportunities to extend current programs and enhance services of currently funded grantees, as well as provide opportunities for funding to new applicants.

**Q:** **It doesn't appear that the two categories are mutually exclusive. Would you discourage a program from submitting a proposal for each category?**

**A:** On the contrary, we would encourage programs to submit proposals for either or both categories. It is not the intent of the Commission to limit the creativity or compassion of any entity by forcing them to choose between one category and the other to the exclusion of handing in only one proposal. Regardless of the number of proposals an individual or entity tenders, each will be scored on its own merits. Please review the funding policy manual to make sure that you have a good understanding of the granting policies.

**Q:** **Is it necessary to specify which priority area you are applying for? If a program routinely addresses indicators listed in a number of the different priority areas, it would be difficult to choose just one to apply for.**

**A:** The Commission is well aware that your particular project may touch on all four-priority areas. It is requested that each proposal focus in on the particular priority area that will house the majority of their activities and work on those outcomes specifically. The reason for this is that the Commission, in the Funding Allocation Plan (within the Strategic Plan), specified that the monies for this funding cycle be broken down according to the priority areas and the emphasis the Commissioners placed on those areas through the planning process. Each priority area has a specific funding amount available. The available funding for each area is defined within the RFP.

**Q:** **Is there a definition available of the different categories of funding?**

**A:** Yes, definitions and explanations of the categories are listed in the RFP, which can be found on our web site.

**Q:** **Would you accept a proposal from a group of collaborative agencies?**

**A:** Yes, we would be open to collaborative proposals and have successfully funded collaborative efforts in the past. In fact, the Commission encourages collaboration as a way of assuring that there will be less program duplication, a more efficient use of funds, a greater chance for integration, and stronger plans for sustainability

**Q:** **If a Butte County grantee wants to partner with a program in another county, is that appropriate use of Prop 10 funds?**

**A:** After review of the Code and the Strategic Plan, it is clear that any Prop 10 funding received through the Butte County Children and Families Commission must be used to provide services only to Butte County children 0-5 and their families. It is possible to partner with an agency in another county as long as the BCCFC funds remain in Butte County. A second funding stream may be necessary to affect any out of county liaison.

**Q:** **How much total funding was available in the first three-year round of funding and why is it different for 2004-2007?**

**A:** The reason that there was a larger funding availability last grant cycle is that Prop 10 tax revenues accumulated as the Commission and its infrastructure were formed. Those accumulated funds were sent into the community first in a large (over \$931K) “mini”-grant round and then in a large “big” grant round (\$4.9 million) in 2001.

In 2002 all California County Commissions were made aware that if they continued their current levels of spending, the Commissions would be in the red. In response, the Butte County Commission formulated and adopted the Financial Plan in September 2002. This plan allows spending consistent with Butte County Prop 10 tax revenues.

To maintain spending at or below revenues, honor Commission funding commitments, and ensure 10-years of Commission life to maximize long-term change for the better for Butte County children ages 0-5, available funding for this round is \$2.6 million.

**Q:** **Why are advanced funds deducted from the claims?**

**A:** The funds are deducted from the claims because the “start-up” funds are considered a loan, with the grant as collateral. Those start up funds are paid back to the Commission in the first year of the grant, by deduction from each invoice

for payment submitted by the grantee. All Commission contracts are remunerated by reimbursement. Invoices for reimbursement may be submitted monthly or quarterly. If invoices are submitted monthly 1/12 of the start-up amount will be subtracted per invoice from the approved payment; if quarterly invoices are submitted, ¼ of the start-up dollars will be subtracted per invoice from the payment approved.

In this manner, what happens in that the grantee provides receipts for the start-up funds, and when all start-up is matched with receipts, the start-up loan is paid.

**Q: If two proposals are looking to achieve the same end, such as smoking cessation, but are going to use different strategies, will both be looked at?**

**A:** Every proposal that submits a mandatory letter of intent will be reviewed and considered on its own merit. The Commission is looking to reduce duplication of services, but does understand that mutual goals and the same activities may not always reach all populations. So all proposals that have followed the approved process will be reviewed and scored individually.

**Q: Have you asked agencies that are interested in collaboration what their priority areas are?**

**A:** At this point, we have not asked interested agencies to identify what priority areas they are involved with. A list of agencies who are in attendance at this conference, will be posted on the website with their indication of interest in collaboration. .

**Q: If an existing grantee approaches an agency with a request that the agency provide services, but does not offer them financial compensation through Prop 10 funds, can that agency write a proposal and apply for funds for the services they are providing?**

**A:** Any agency can author and remit a proposal to pay for services for children 0-5. However, in the situation presented in this question there may arise the question of supplantation of funds. If the services are being supplied and paid for through another funding stream there may not be supplementation, but supplantation.

**Q: Does the School Readiness initiative cover specific school sites?**

**A:** Yes, five school sites in Butte County: Poplar, Berry Creek, Chapman, Oakdale Heights, and Rosedale.

**Q: Can start-up costs in anticipation of funding approval be reimbursed?**

**A:** Any costs incurred in anticipation of, or before, the contract begin date. Further, any costs for goods or services incurred after the termination date of the contract will not be reimbursed.

**Q: How many readers will be involved in the initial screening phase, who will act as readers, what are their qualifications, and can I have a list of those readers?**

**A.** A firm decision has not yet been made about the number of readers and the full component of the reading group. The number of readers will depend specifically on the number of proposals received. The group of readers is intended to be a combination of experienced outside readers from other counties and a number of the Commissioners from Butte County Children and Families Commission. At this time no list of the readers is being made available.

**Q. Is the orange evaluation form included in our packets meant for evaluation of our specific program?**

**A.** Yes. The orange sheet within your packet is an explanation of what is expected of each of the grantees in their self-evaluation process. This sheet explains that as guardians of public money, the Commission must be able to measure how the investments made within the community are making a difference in the lives of babies and young children. By statute, Proposition 10 dollars must be spent in a manner that achieves measurable results.

The sheet provided explains your goals and objectives, Strategic Plan Outcomes and Indicators, Strategies and Activities and measurable results. Through the strategies and activities in your proposal, you will be required to answer a number of questions. Those questions include: How much service did you deliver? How well did you deliver the service? How much change for the better was produced through our strategies and activities? What quality of change for the better was produced?

**Q. Is there an attachment for completing a budget narrative?**

**A.** No there is not an attachment for the budget narrative.

**Q. Can you please clarify the supplantation bullet on page 9 of the RFP? It appears the two sentences are redundant.**

**A.** Sentence one of that bullet refers to “any” funding stream currently support programs or services. Included with the “any” funding stream are private, foundation, and any other fiscal authority that is providing the funding for that program or a specific service within a program. Sentence number two specifically refers to state or local general fund monies.

**Q. Is there a baseline data report for evaluation?**

- A. No, because the priorities of the Commission have changed. Baseline data can be gathered from this point forward.
- Q. Proposal Submission Instructions refer to Attachment 11 (pg 11,k). This attachment is NOT in the RFP materials. Will you provide that? Also, this attachment 11 is not listed on the checklist.**
- A. Attachment 11 is not in the RFP materials, you are correct. This was an oversight. It is included with this Q&A and will be on the website as well. Not all persons will need to provide the document. Only those applicants whose organizations received monies from state or county governments within the last twelve months, and these funds were used to support the services (or very similar services) for which you are seeking funds in this application.
- Q. If you are currently a grantee and you will be using new awarded funding to continue your existing program with enhancements, is that considered supplanting?**
- A. The new funding should be used only to provide the enhancements, not the services that are currently being funded. Please read the supplantation policy and the clarification above.
- Q. This is a program specific question. If a funded program (School Readiness) asks an agency (Butte County Behavioral Health) to provide a service to a school Readiness program, but do not pay BCBH for that service, can we ask for funding for the new service when we provide it?**
- A. As stated in a similar scenario, those services may be receiving funding through another funding stream and the question of supplantation may arise.
- Q. I would like to respectfully propose that the Commission help the community to design one comprehensive focused project that includes the most appropriate service providers. The full funding for the three years would go toward this project and the Commission would receive applications from truly collaborative groups. Only one award would be funded, but 4-5 agencies might be involved. The small awards (\$100,000 per year) are just too small to make a real impact and creates local competition, not collaboration.**
- A. This is a design that is used, in part, in other counties. Your suggestion is being forwarded to the Commission for consideration at a later date.
- Q. If we submit a Letter of Intent for Category 1, but decide as we are working on the proposal that it better fits into Category 4, will we be able to have our proposal evaluated in Category 4 or will the proposal not be read because it does not match the Letter of Intent.**



- A. If, in writing your Letter of Intent, you understand that your proposals has elements of two or more Priority Areas, and you have not fully decided which of the Priority Areas upon which you are going to focus, mention that in the Letter of Intent. The Commission recognizes fully that focus, scope of work and emphasis may change while the proposal is being developed. If you have submitted a Letter of Intent, your proposal will be read and scored.
- Q. Can an organization submit more than one proposal? Example – currently funded organization submits for an augmentation grant (Category 2) and a separate proposal for a new program (Category 1).**
- A. Please refer to the Multiple Small-Grant Applications Policy (attached) and to the Competitive Grant Eligibility Policy (attached). These clearly state that Individuals, groups, government agencies, religious organizations, non-profits and for-profit organizations may apply and may submit separate proposals for separate programs.
- Q. After all the grants are awarded; does the Commission provide a list of the awardees and their purpose?**
- A. Yes. This list will be posted on the door of the Commission office and will be posted on the website at [www.ccfc.ca.gov/butte](http://www.ccfc.ca.gov/butte).
- Q. Is there a separate website or office that assists day care?**
- A. The Commission has only one website and one office. These locations serve all applicants, grantees and the public.
- Q. This proposal does not appear to be geared toward Day Care Centers, however, during the conference, Day Care Centers were used as an example. Please clarify if Day Care Centers can use this RFP.**
- A. Day Care Centers are definitely included as eligible applicants for this RFP. However, please understand that Priority Area #2 (Early Care and Education Providers are competent, qualified, and remain in the profession) has been fully funded through fiscal year 2004/2005. Pending the continuance of project REWARD funding may come available for fiscal years 2005/2006 and 2006/2007. If funding does become available a separate RFP will be released for that specific Priority Area. A Day Care Center may apply for funding in any of the other areas.
- Q. The Young Parent Program is operated by Chico Unified School District bu is primarily funded by Cal-Safe, a program from the Department of Education specifically for school-based programs for pregnant and parenting teens. The YPP earns it's money on an ADA basis, according to its'**

**attendance of student parents and their children on our on-site child care center. Cal-SAFE funds are meant to cover the costs of the program, but the school district's general fund has had to cover childcare salary costs that exceed what is earned thru Cal-SAFE. The districts ability to do this is threatened because of budget costs. If we requested funds for salaries not covered by Cal-SAFE is this considered supplanting or supplementary?**

- A. Supplanting is the replacement of the funding of monies from any funding stream to cover expenses or activities that were previously covered. In times such as these it is understandable that agencies and individuals look for funding streams to replace those that have been previously in place. I would question requesting funding in anticipation of the possibility that an existing funding stream may be in jeopardy. There is a Special Funding Policy which has assisted agencies in the past when funding has unexpectedly disappeared. That policy is attached.

# **BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION**

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**202 Mira Loma, Oroville, California 95965**

## **POLICY AND PROCEDURE No. 03-017**

### **Supplanting Policy**

Supplant is defined as “. . . to take the place of...to replace by something else.” In contrast supplement is defined as “. . .something added to complete a thing, supply a deficiency, or reinforce or extend a whole...to complete, add to, or extend by a supplement.” Revenue and Taxation Code Section 30131.4 identifies the specific manner in which moneys raised by Prop 10 shall be appropriated and expended. It not only requires that expenditures must be for the purposes expressed in the Act, but that such moneys “shall be used only to supplement existing levels of services and not to fund **existing** (emphasis added) levels of services. No moneys in the California Children and Families Trust Fund shall be used to supplant state or local General Fund money for any purpose.”

The definitions of “supplement” and “supplant” as used in section 30131.4 are straightforward; it is clear that the intent of the Act is that no moneys expended are to be used to take the place of any existing funding that currently exists for any purposes. Moneys collected by Prop 10 are to be used to add to existing levels of services that currently exist to supplement those levels, or to create new programs.

It is with that understanding that the Butte County Children and Families Commission, in the Strategic Plan, Section 8, Funding Allocation Guidelines, clearly states that “In compliance with California Revenue and Taxation Code section 30131.4, Trust Fund monies will be used only to supplement existing levels of service. No monies from the Children and Families Trust Fund will be used to supplant state or local General Fund money for any purpose.” This standard shall be memorialized in this policy.

### **POLICY:**

In compliance with California Revenue and Taxation Code section 30131.4, Trust Fund monies will be used only to supplement existing levels of service. No monies from the Children and Families Trust Fund will be used to supplant state or local General Fund money for any purpose. Nor shall those funds be used to supplant services being provided through private agency or business funding.

Any grantee, partner, or contractor who is found to be using Prop 10 monies in a manner which violates this policy, the Butte County Children and Families Commission’s Strategic Plan, the intent of the Children and Families First Act of 1998, or the California Revenue and Taxation Code section 30131.4, may be liable for the loss of funding or the reimbursement of funding received, through the Butte County Children and Families Commission.

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**PURPOSE:**

The purpose of this policy is to publicize and to assure public recognition that while Prop 10 monies may be used to supplement projects; they may not be used to supplant funding for already existing projects.

**EFFECTIVE DATE:** January 16, 2004

**PROCEDURES:**

All persons, parties, agencies, or businesses that file a formal or informal request for funding, within or outside of the regular funding cycle shall receive a copy of this policy.

Each of those persons, parties, agencies, or representative of businesses, will sign a letter of acknowledgement of receipt of this policy. (Attached to this Policy)

If funding is granted, the grantee shall submit a budget that defines the funding of the proposed activities, positions and costs to be paid through the use of Commission monies to be disbursed according to the grant awarded. This budget shall objectively demonstrate the cost-effectiveness and overall efficacy of the grantee's services and that those services and use of Prop 10 monies comply with the requirements of the Commission and to ensure accountability of funds.

At such time as Commission staff learns that there is a possibility that Prop 10 monies are being used to supplant (definition above) previous or existing funding, a letter shall be sent to the grantee, requesting budget and fiscal documentation regarding the use of Funds. That letter shall be sent to the grantee within ten days of staff becoming aware that there may be a supplantation issue.

The grantee must respond to the letter of inquiry within ten days of receipt. The letter will be considered as received within fifteen days of mailing. Failure to respond to the letter will cause payments of all claims to be withheld until a response is received.

Commission staff will follow up on the response to the inquiry through a telephone call and visit to the grantee in an effort to clarify expenditures and possible supplantation.

As soon as Commission staff makes a determination, that no supplanting has taken place, claims will be reimbursed as is appropriate. If there is sufficient reason to believe that the issue of supplantation exists, that information will be taken to the Program Manager, and within ten days an informal Hearing will be held. Those present at the informal Hearing will be the Program Manager and/or his/her designee, the grantee and/or his/her designee, and a member of the Commission staff who will take notes and be responsible for notifying the grantee of the results of the Hearing. Any decision made during the informal hearing will be final unless an appeal is made to the full Commission.

Funding may be terminated upon the decision of the full Commission, and action may be taken to cause the grantee to reimburse the Butte County Children and Families Commission Trust Fund for those monies that were used inappropriately.

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Adopted on January 16, 2004, in Oroville, California

# **BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION**

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**202 Mira Loma, Oroville, California 95965**

## **POLICY AND PROCEDURE No. 03-012**

### **Multiple Small-Grant Applications**

**Narrative:** An individual or agency may apply for one small-grant per fiscal year for the same project, unless the Commission specifically finds extraordinary circumstances.

**POLICY:** Any individual or organization that has been awarded a small-grant from the Commission in the current fiscal year is ineligible to apply again for the same project until the next fiscal year, unless the Commission specifically finds there are extraordinary circumstances. The Commission's fiscal year runs from July 1 through June 30.

**EFFECTIVE DATE:** January 19, 2004

# **BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION**

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**202 Mira Loma, Oroville, California 95965**

## **POLICY AND PROCEDURE No. 03-001**

### **SPECIAL FUNDING PROPOSAL POLICY**

#### **POLICY:**

Funding disbursements will go out to bid in the funding allocation categories according to the Strategic Plan, except when circumstances justify a sole source or targeted disbursement. The Commission will also consider California First 5 – State Commission matching funds initiatives and other local proposals outside the formal bid process if there is sufficient evidence of alignment with the Strategic Plan and there is a compelling reason why funds are requested sooner than the next competitive bid timeline. Local organizations requesting funds outside the formal bid timeline must submit a proposal to the Commission, which addresses each item listed in the Special Funding Proposal Criteria.

#### **CRITERIA:**

The proposal must include a project description indicating how it will advance specified Strategic Plan outcomes and objectives, which benefit children ages 0-5 and their families.

The proposal must indicate the project's target population including how many children ages 0-5 and their families will receive services.

The proposal must indicate how project results will be tracked and measured for success.

The proposal must indicate a compelling reason why the funds are requested sooner than next competitive bid timeframe.

The proposal must indicate a track record of significant success serving children ages 0-5 and their families.

The proposal must include a scope of work, budget, and timeframe for service delivery.

**EFFECTIVE DATE:**            January 17, 2003

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PROCEDURES:

The Administration Committee will review written (10 page maximum) special funding proposal submitted to the Commission within a self-determined timeframe and make recommendations to the full Commission for approval or denial. The Commission cannot guarantee a specific timeframe for the decision-making process on proposals submitted outside the formal competitive bid process.

Adopted on January 17, 2003, in Oroville, California



# **BUTTE COUNTY CHILDREN AND FAMILIES COMMISSION**

**202 Mira Loma, Oroville, California 95965**

## **POLICY AND PROCEDURE No. 03-008**

### **COMPETITIVE GRANT ELIGIBILITY**

**POLICY:**

Those persons or organizations who may apply for competitive grants are:

Individuals, groups, government agencies, religious organizations, non-profits and for-profit organizations may apply and may submit separate proposals for separate programs.

Collaborative (multi-agency) proposals: A lead agency must be identified; the lead agency will be responsible for the performance of subcontractors and shall sign the contracts.

**PURPOSE:**

This policy lists those who may apply for competitive funding grants.

**EFFECTIVE DATE:** January 16, 2004

Adopted January 16, 2004, in Oroville, California